

**CONFIDENTIAL**

25X1

25X1

25X1

5 April 1957

MEMORANDUM FOR :

SUBJECT

: Progress Report For Month of March 1957

1. Attached is the Records Center monthly statistical report for the month of March 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on three different occasions to transfer a total of 1835 cubic feet of records and distribution material. This is equivalent to the volume of more than 229, four drawer, legal size file cabinets which have a replacement value of \$81,066.

Logistics/Reproduction is now sending published reports, which are for Supplemental Distribution, through the regular courier service. This has enabled the Center to receive the publications sooner and to give better service on these reports.

A study of the problem of providing additional storage space has led to the requisitioning of 60 sections of shelving. This shelving will be installed in the aisles and processing areas when required.

b. Reference

The Center furnished 6,631 items to requestors during the month. Of this number 4,823 items were for intelligence reports.

The Janis material held by the Center has been inventoried and relocated. There were 303 cubic feet retained and 840 cubic feet destroyed.

c. Disposal

During the month a total of 922 cubic feet of records and distribution material were placed in the disposal area and 97 cubic feet were transferred to Headquarters.

**CONFIDENTIAL**

**CONFIDENTIAL**

Disposal - Continued

The destruction of the 1200 cubic feet of records in the disposal area, aisles, processing area and elevator is still pending. An additional 100 cubic feet of disposable records are occupying shelving because there is no floor space available to store them. Furthermore, reference service has been made extremely difficult due to this situation.



25X1

Chief, Records Center Division

**CONFIDENTIAL**

CONFIDENTIAL

RECORDS CENTER MONTHLY STATISTICAL SUMMARY	MONTH MARCH 1957
--	---------------------

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	82	490	
2. RECORDS ACCESSIONED	1,661	6,068	26,704
3. RECORDS DISPOSED OF AT CENTER	40	431	1,557
4. RECORDS TRANSFERRED FROM CENTER	21	1,052	3,906
5. RECORDS HOLDINGS	21,241		
6. DISTRIBUTION MATERIAL RECEIVED	174	1,714	17,003
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	882	1,685	3,780
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	76	792	2,739
9. DISTRIBUTION MATERIAL HOLDINGS	10,485		
10. TOTAL HOLDINGS	31,726		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	703	7,434	41,606
12. INFORMATIONAL REQUESTS	70	914	2,932
13. INFORMATION REPORTS	195	3,898	
14. INTELLIGENCE REPORTS	4,823	54,909	
15. ADMINISTRATIVE ISSUANCES	840	11,115	
16. TOTAL	6,631	78,270	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	8,399	70,497	
B. RETURNS	1,886	24,324	
18. ADMINISTRATIVE ISSUANCES	2,491	10,612	
19. TOTAL	12,776	105,433	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	316	10,276	
21. PHOTOCOPY	69	1,497	
22. DITTO	51	1,285	
23. TOTAL	436	13,058	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	31,726	
26. COMMITTED	4,167	
27. AVAILABLE	5,327	

118 WORK DAYS

Sept-17

April

22

May 22

June 20

July 22

Aug 22

Sept 19

127

118

9